



STATE OF MONTANA

INVITATION FOR BID (IFB)

(THIS IS NOT AN ORDER)

IFB Number: IFB0810042-JG	IFB Title: Pre-Owned Small Truck for EMVH
IFB Due Date and Time: Friday June 20 th , 2008 2 p.m., Local Time	Number of Pages: 14

ISSUING AGENCY INFORMATION

Procurement Officer: Jennifer Garza	Issue Date: Friday June 6 th , 2008
Department of Public Health & Human Services Budget & Financial Services Division Central Purchasing Office 111 N Sanders Street, Rm 8 Helena MT 59601	Phone: (406) 444-2851 Fax: (406) 444-7358 TTY Users, Dial 711 Website: http://gsd.mt.gov/

INSTRUCTIONS TO BIDDERS

COMPLETE THE INFORMATION BELOW AND RETURN THIS PAGE WITH YOUR BID AND ANY REQUIRED DOCUMENTS TO THE ADDRESS LISTED ABOVE UNDER "ISSUING AGENCY INFORMATION."	Mark Face of Envelope/Package: IFB Number: IFB0810042-JG IFB Due Date: Friday June 20 th , 2008 2 pm
	Special Instructions: Bidders may submit questions, via email, to Procurement Officer, Jennifer Garza at jgarza@mt.gov until 2 pm on Tuesday 6/10/2008.

BIDDERS MUST COMPLETE THE FOLLOWING

Payment Terms: Net 30 days	Delivery Date:
Bidder Name/Address:	Authorized Bidder Signatory: (Please print name and sign in ink)
Bidder Phone Number:	Bidder FAX Number:
Bidder E-mail Address:	
IMPORTANT: SEE STANDARD TERMS AND CONDITIONS	

TABLE OF CONTENTS

	<u>PAGE</u>
Standard Terms and Conditions	3
Section 1: General Requirements	6
1.0 Introduction	6
1.1 Instructions to Bidders.....	6
1.2 Pre-Bid Question & Answer Period	6
1.3 Bid Submission	7
1.4 Change or Withdrawal of Bids.....	7
1.5 Bid Awards	7
Section 2: Delivery Requirements	8
2.0 Delivery Requirements.....	8
Section 3: Special Terms and Conditions.....	9
3.0 Purchasing Card	9
3.1 Meetings.....	9
3.2 Contract Termination.....	9
Section 4: Specifications and Pricing Schedule	10
4.0 Equivalent Products	10
4.1 Prices	10
4.2 Specifications and Pricing Schedule	10
4.3 Operation Manual(s)	11
4.4 CarFax Vehicle History Report.....	11
4.5 Delivery & Payment.....	11
Section 5: Bid Sheet.....	12
Section 6: Scoring Criteria	13
IFB Checklist.....	14

Standard Terms and Conditions

By submitting a response to this invitation for bid, request for proposal, limited solicitation, or acceptance of a contract, the vendor agrees to acceptance of the following Standard Terms and Conditions and any other provisions that are specific to this solicitation or contract.

ACCEPTANCE/REJECTION OF BIDS, PROPOSALS, OR LIMITED SOLICITATION RESPONSES: The State reserves the right to accept or reject any or all bids, proposals, or limited solicitation responses, wholly or in part, and to make awards in any manner deemed in the best interest of the State. Bids, proposals, and limited solicitation responses will be firm for 30 days, unless stated otherwise in the text of the invitation for bid, request for proposal, or limited solicitation.

ACCESS AND RETENTION OF RECORDS: The contractor agrees to provide the department, Legislative Auditor, or their authorized agents, access to any records necessary to determine contract compliance. (Section 18-1-118, MCA). The contractor agrees to create and retain records supporting the services rendered or supplies delivered for a period of three years after either the completion date of the contract or the conclusion of any claim, litigation, or exception relating to the contract taken by the State of Montana or third party.

ALTERATION OF SOLICITATION DOCUMENT: In the event of inconsistencies or contradictions between language contained in the State's solicitation document and a vendor's response, the language contained in the State's original solicitation document will prevail. Intentional manipulation and/or alteration of solicitation document language will result in the vendor's disqualification and possible debarment.

ASSIGNMENT, TRANSFER AND SUBCONTRACTING: The contractor shall not assign, transfer or subcontract any portion of the contract without the express written consent of the department. (Section 18-4-141, MCA.)

AUTHORITY: The attached bid, request for proposal, limited solicitation, or contract is issued under authority of Title 18, Montana Code Annotated, and the Administrative Rules of Montana, Title 2, chapter 5.

COMPLIANCE WITH LAWS: The contractor must, in performance of work under the contract, fully comply with all applicable federal, state, or local laws, rules and regulations, including the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the contractor subjects subcontractors to the same provision. In accordance with section 49-3-207, MCA, the contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the contract.

CONFORMANCE WITH CONTRACT: No alteration of the terms, conditions, delivery, price, quality, quantities, or specifications of the contract shall be granted without prior written consent of the State Procurement Bureau. Supplies delivered which do not conform to the contract terms, conditions, and specifications may be rejected and returned at the contractor's expense.

DEBARMENT: The contractor certifies, by submitting this bid or proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the contractor cannot certify this statement, attach a written explanation for review by the State.

DISABILITY ACCOMMODATIONS: The State of Montana does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Individuals who need aids, alternative document formats, or services for effective communications or other disability related

accommodations in the programs and services offered are invited to make their needs and preferences known to this office. Interested parties should provide as much advance notice as possible.

FACSIMILE RESPONSES: Facsimile responses will be accepted for invitations for bids, small purchases, or limited solicitations ONLY if they are completely received by the State Procurement Bureau prior to the time set for receipt. Bids, or portions thereof, received after the due time will not be considered. Facsimile responses to requests for proposals are ONLY accepted on an exception basis with prior approval of the procurement officer.

FAILURE TO HONOR BID/PROPOSAL: If a bidder/offeror to whom a contract is awarded refuses to accept the award (PO/contract) or fails to deliver in accordance with the contract terms and conditions, the department may, in its discretion, suspend the bidder/offeror for a period of time from entering into any contracts with the State of Montana.

FORCE MAJEURE: Neither party shall be responsible for failure to fulfill its obligations due to causes beyond its reasonable control, including without limitation, acts or omissions of government or military authority, acts of God, materials shortages, transportation delays, fires, floods, labor disturbances, riots, wars, terrorist acts, or any other causes, directly or indirectly beyond the reasonable control of the nonperforming party, so long as such party is using its best efforts to remedy such failure or delays.

HOLD HARMLESS/INDEMNIFICATION: The contractor agrees to protect, defend, and save the State, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of the contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of the contractor and/or its agents, employees, representatives, assigns, subcontractors, except the sole negligence of the State, under this agreement.

LATE BIDS AND PROPOSALS: Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the vendor at the expense of the vendor or destroyed if requested.

PAYMENT TERM: All payment terms will be computed from the date of delivery of supplies or services OR receipt of a properly executed invoice, whichever is later. Unless otherwise noted in the solicitation document, the State is allowed 30 days to pay such invoices. All contractors will be required to provide banking information at the time of contract execution in order to facilitate State electronic funds transfer payments.

RECIPROCAL PREFERENCE: The State of Montana applies a reciprocal preference against a vendor submitting a bid from a state or country that grants a residency preference to its resident businesses. A reciprocal preference is only applied to an invitation for bid for supplies or an invitation for bid for nonconstruction services for public works as defined in section 18-2-401(9), MCA, and then only if federal funds are not involved. For a list of states that grant resident preference, see <http://gsd.mt.gov/procurement/preferences.asp>.

REFERENCE TO CONTRACT: The contract or purchase order number MUST appear on all invoices, packing lists, packages, and correspondence pertaining to the contract.

REGISTRATION WITH THE SECRETARY OF STATE: Any business intending to transact business in Montana must register with the Secretary of State. Businesses that are incorporated in another state or country, but which are conducting activity in Montana, must determine whether they are transacting business in Montana in accordance with sections 35-1-1026 and 35-8-1001, MCA. Such businesses may want to obtain the guidance of their attorney or accountant to determine whether their activity is considered transacting business.

If businesses determine that they are transacting business in Montana, they must register with the Secretary of State and obtain a certificate of authority to demonstrate that they are in good standing in Montana. To obtain registration materials, call the Office of the Secretary of State at (406) 444-3665, or visit their website at <http://sos.mt.gov>.

SEPARABILITY CLAUSE: A declaration by any court, or any other binding legal source, that any provision of the contract is illegal and void shall not affect the legality and enforceability of any other provision of the contract, unless the provisions are mutually dependent.

SHIPPING: Supplies shall be shipped prepaid, F.O.B. Destination, unless the contract specifies otherwise.

SOLICITATION DOCUMENT EXAMINATION: Vendors shall promptly notify the State of any ambiguity, inconsistency, or error which they may discover upon examination of a solicitation document.

TAX EXEMPTION: The State of Montana is exempt from Federal Excise Taxes (#81-0302402).

TECHNOLOGY ACCESS FOR BLIND OR VISUALLY IMPAIRED: Contractor acknowledges that no state funds may be expended for the purchase of information technology equipment and software for use by employees, program participants, or members of the public unless it provides blind or visually impaired individuals with access, including interactive use of the equipment and services, that is equivalent to that provided to individuals who are not blind or visually impaired. (Section 18-5-603, MCA.) Contact the State Procurement Bureau at (406) 444-2575 for more information concerning nonvisual access standards.

TERMINATION OF CONTRACT: Unless otherwise stated, the State may, by written notice to the contractor, terminate the contract in whole or in part at any time the contractor fails to perform the contract.

UNAVAILABILITY OF FUNDING: The contracting agency, at its sole discretion, may terminate or reduce the scope of the contract if available funding is reduced for any reason. (Section 18-4-313(4), MCA.)

U.S. FUNDS: All prices and payments must be in U.S. dollars.

VENUE: This solicitation is governed by the laws of Montana. The parties agree that any litigation concerning this bid, request for proposal, limited solicitation, or subsequent contract, must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana, and each party shall pay its own costs and attorney fees. (Section 18-1-401, MCA.)

WARRANTIES: The contractor warrants that items offered will conform to the specifications requested, to be fit and sufficient for the purpose manufactured, of good material and workmanship, and free from defect. Items offered must be new and unused and of the latest model or manufacture, unless otherwise specified by the State. They shall be equal in quality and performance to those indicated herein. Descriptions used herein are specified solely for the purpose of indicating standards of quality, performance, and/or use desired. Exceptions will be rejected.

Revised 11/06

SECTION 1: GENERAL REQUIREMENTS

1.0 INTRODUCTION

The STATE OF MONTANA, Department of Public Health & Human Services, Eastern Montana Veterans Home - EMVH (hereinafter referred to as "the State") is soliciting bids for a Pre-Owned Small Truck. A more complete description of the supplies and/or services sought is provided in Section 4 of this IFB. Bids submitted in response to this solicitation must comply with the instructions and procedures contained herein.

1.1 INSTRUCTIONS TO BIDDERS

1.1.1 Procurement Officer Contact Information. Contact information for the procurement officer is as follows:

Procurement Officer: Jennifer Garza
Address: 111 N Sanders Street, Rm 8 Helena MT 59601
Telephone Number: 406-444-2851
Fax Number: 406-444-7358
E-mail Address: jgarza@mt.gov

1.1.2 Examination of Solicitation Documents and Explanation to Bidders. Bidders are responsible for examining the solicitation documents and any addenda issued to become informed as to all conditions that might in any way affect the cost or performance of any work. Failure to do so will be at the sole risk of the bidder. Should the bidder find discrepancies in or omissions from the solicitation documents, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the solicitation documents, the bidder shall promptly notify the Procurement Officer in writing. The bidder making such request will be solely responsible for its timely receipt by the Procurement Officer. Replies to such notices may be made in the form of an addendum to the solicitation.

1.1.3 Interpretation or Representations. The State of Montana assumes no responsibility for any interpretation or representations made by any of its officers or agents unless interpretations or representations are incorporated into a formal written addendum to the solicitation.

1.1.4 Acknowledgment of Addendum. If the IFB is amended, then all terms and conditions which are not modified remain unchanged. It is the bidder's responsibility to keep informed of any changes to the solicitation. **Bidders must sign and return with their bid an Acknowledgment of Addendum for any addendum issued.** Bids that fail to include an Acknowledgment of Addendum may be considered nonresponsive.

1.1.5 Extension of Prices. In the case of error in the extension of prices in the bid, the unit price will govern. In a lot bid, the lot price will govern.

1.1.6 Bid Preparation Costs. The costs for developing and delivering responses to this IFB are entirely the responsibility of the bidder. The State is not liable for any expense incurred by the bidder in the preparation and presentation of their bid or any other costs incurred by the bidder prior to execution of a purchase order or contract.

1.2 PRE-BID QUESTION & ANSWER PERIOD

Bidders may submit questions, via email, to Procurement Officer, Jennifer Garza at jgarza@mt.gov until 2 pm Tuesday June 10th, 2008. Bidders are encouraged to use this opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the State of any ambiguities, inconsistencies, or errors discovered upon examination of this IFB. All responses to questions during the Question & Answer period will

be posted to the website as an addendum to the IFB by 5 pm Thursday June 12th, 2008. The addendum must be signed and returned with your bid.

1.3 BID SUBMISSION

1.3.1 Bids Must Be Sealed and Labeled. Bids must be sealed and labeled on the outside of the package to clearly indicate that they are in response to IFB0810040-JG. ***Bids must be received at the receptionist's desk of the State Procurement Bureau prior to 2 p.m., local time, Friday June 20th, 2008.*** All prices and notations must be printed in ink or typewritten. Errors should be crossed out, corrections entered, and initialed by the person signing the bid.

1.3.2 Late Bids. ***Regardless of cause, late bids will not be accepted and will automatically be disqualified from further consideration.*** It shall be the bidder's sole risk to assure delivery at the receptionist's desk at the designated office by the designated time. Late bids will not be opened and may be returned to the bidder at the expense of the bidder or destroyed if requested.

1.3.3 Bidder's Signature. The solicitation must be signed in ink by an individual authorized to legally bind the business submitting the bid. The bidder's signature on a bid in response to this IFB guarantees that the offer has been established without collusion and without effort to preclude the State of Montana from obtaining the best possible supply or service.

1.3.4 Alternate Bids. Vendors may submit alternate bids (a bid on supplies other than specified). Alternate bids are considered only if the vendor is the lowest responsible vendor on their primary bid. Bids must be clearly identified as "Primary" and "Alternate."

1.4 CHANGE OR WITHDRAWAL OF BIDS

1.4.1 Change or Withdrawal PRIOR to Bid Opening. Should any bidder desire to change or withdraw a bid prior to the scheduled opening, the bidder may do so by making such request in writing to the Procurement Officer listed in Section 1.2.1 above. This communication must be received prior to the date and hour of the bid opening by a request in writing or facsimile to the procurement officer (e-mail notices containing prices are not allowed and will be disqualified).

1.4.2 Change AFTER Bid Opening But Prior to Bid Award. After bids are opened, they may not be changed except to correct patently obvious mistakes and minor variations as allowed by ARM 2.5.505. The bidder shall submit verification of the correct bid to the State prior to the final award by the State.

1.5 BID AWARDS

1.5.1 Basis for Award. Bid award, if made, will be to the responsive and responsible bidder who offers the lowest cost to the State in accordance with the specifications set forth in the invitation for bid.

1.5.2 Rejection of Bids. While the State has every intention to award a contract as a result of this IFB, issuance of the IFB in no way constitutes a commitment by the State of Montana to award and execute a contract. Upon a determination such actions would be in its best interest, the State, in its sole discretion, reserves the right to:

- Cancel or terminate this IFB (18-4-307, MCA);
- Waive any undesirable, inconsequential, or inconsistent provisions of this IFB which would not have significant impact on any bid (ARM 2.5.505); or
- If awarded, terminate any contract if the State determines adequate state funds are not available (18-4-313, MCA).

SECTION 2: DELIVERY REQUIREMENTS

2.0 DELIVERY REQUIREMENTS

2.0.1 Delivery Date. The DELIVERY DATE space on the cover sheet must be completed to indicate day, month, and year, or a specific number of days after receipt of order (ARO). Failure to comply with the requirements may invalidate a bidder's quotation for any or all items.

2.0.2 Requested Delivery Date. The Contractor shall have the vehicle ready as soon as possible but no later than 30 days after receipt of purchase order from the State of Montana.

2.0.3 Shipping. Arrangements for the delivery and/or pickup of the vehicle will be negotiated at the time of the contract award. Any delivery fees that result from the negotiation will be invoiced by the Contractor at the time of delivery.

2.0.4 Delivery Location. In the event that the delivery and/or pickup negotiations result in the Contractor delivering the vehicle to its final destination, the address is:

Eastern Montana Veterans Home
Attn: Gary Gaub
200 Montana Ave
Glendive MT 59300

SECTION 3: SPECIAL TERMS AND CONDITIONS

3.0 PURCHASING CARD

The State of Montana has a Purchasing Card Program in place that gives agencies the ability to charge purchases made from these contracts. The State of Montana prefers this method of payment.

3.1 MEETINGS

The Contractor is required to meet with the State's personnel, or designated representatives, to resolve technical or contractual problems that may occur during the term of the contract or to discuss the progress made by Contractor and the State in the performance of their respective obligations, at no additional cost to the State. Meetings will occur as problems arise and will be coordinated by the State. The Contractor will be given a minimum of three full working days notice of meeting date, time, and location. Face-to-face meetings are desired. However, at the Contractor's option and expense, a conference call meeting may be substituted. Consistent failure to participate in problem resolution meetings, two consecutive missed or rescheduled meetings, or to make a good faith effort to resolve problems, may result in termination of the contract.

3.2 CONTRACT TERMINATION

3.2.1 Termination for Cause. The State may, by written notice to the Contractor, terminate this contract in whole or in part at any time the Contractor fails to perform this contract.

3.2.2 Reduction of Funding. The State, at its sole discretion, may terminate or reduce the scope of this contract if available funding is reduced for any reason (18-4-313, MCA).

SECTION 4: SPECIFICATIONS AND PRICING SCHEDULE

4.0 EQUIVALENT PRODUCTS

Requirements designated in this bid must be satisfied, or a functional equivalent bid submitted, which is acceptable to the State. Bidders who do not meet this criterion may be disqualified from further consideration. A bidder must state if they are unable or unwilling to meet any requirement. Inability or unwillingness to meet any requirement, in part or total, may be cause for disqualification of the entire response. Any exceptions taken by the bidder must be clearly identified on the bid forms.

4.1 PRICES

4.1.1 Taxes, Shipping, and Invoicing. The prices herein specified, unless otherwise expressly stated, shall exclude all taxes and duties of any kind which either party is required to pay with respect to the sale of products covered by this IFB, but shall include all charges and expenses in connection with the packing of the products and their carriage to the place of delivery to the State unless specifically excluded. Bid prices shall include any and all transportation costs. The Contractor shall be paid, except as otherwise stated in this IFB, upon submission of a proper invoice, the prices stipulated herein for products, and/or services delivered to and accepted at the specified State location(s).

4.1.2 Fixed Price Contract. All prices are fixed for the duration of the contract and are not subject to escalation for any cause. Payment of the total fixed bid price shall constitute full payment for performance of the work and covers all costs of whatever nature incurred by the Contractor in accomplishing the work in accordance with the provisions of the contract.

4.2 SPECIFICATIONS AND PRICING SCHEDULE

4.2.1 Name of Supply or Service. The Eastern Montana Veterans Home located in Glendive, Montana is soliciting bids for the purchase of a Pre-Owned Small Truck. The EMVH anticipates the purchase of this truck costing between \$10,000 - \$15,000.

4.2.2 Purpose/Use for Supply or Service. The truck will mostly be used to transport laundry to & from the Eastern Montana Veterans Home to a Laundry Facility approximately 2 miles away. This truck may also be used to transport Veterans to & from appointments.

4.2.3 Description of Supply or Service.

All features of the truck must be in good working order.

Standard Features - Required

- a. Pre-Owned
- b. Small truck
- c. Gasoline Fuel, not Diesel
- d. Automatic Transmission
- e. Full size cargo box (no short box or step side)
- f. Power Brakes
- g. Power Steering
- h. Bumpers – front and rear
- i. License Plate Holders – two
- j. Intermittent Wipers
- k. AM/FM Radio
- l. Mirrors – dual low mount
- m. Removable Floor Mats – Heavy Duty Rubber or Carpet (Not floor coverings)

Engine – two options, either is acceptable.

- a. Engine – 4 cylinder
- or
- b. Engine - V-6

Cooling System Features - Required

- a. Engine Cooling – Heavy Duty with Air Conditioning
- b. Anti-freeze – shall be a 50/50 mix
- c. Engine Heater – Block type only

Electrical Features - Required

- a. Battery – maintenance free, minimum 500 CCA
- a. Alternator – minimum 80 amps

Tires and Wheels Features - Required

- a. Four (4) standard size wheels and tires, all season radials.
- b. Standard production spare tire

Other Features, preferred, but not required.

- a. 4-Wheel Anti-lock Braking System
- b. 4 x 4
- c. Extended Cab
- d. Dual Air Bag Restraint System
- e. Slit Seats
- f. Rear Window Defroster
- g. Power Windows
- h. Power Locks
- i. Speed Control
- j. Tilt Steering Wheel

4.4 OPERATION MANUAL(S).

Contractor must provide an original Operation Manual. A complete original manufacturer's Operation Manual, written in English, must be provided for the vehicle. The manual must be provided at the time of delivery/pickup of the vehicle.

4.5 CARFAX VEHICLE HISTORY REPORT.

Upon contract award, the Contractor must provide a CarFax Vehicle History Report for the vehicle(s) being purchased. This report may be included at the time of bid submission, but is not required unless you are the successful bidder.

4.6 DELIVERY AND PAYMENT.

Refer to Section 2 for further Delivery/Pickup specifications.

4.6.1 Delivery of Vehicle.

- a. Vehicle(s) must have a minimum of five (5) gallons of fuel when delivered or picked up.
- b. Upon delivery or pick up, the vehicle will be visually inspected for specification compliance. If the vehicle visually meets specifications it will be accepted.

4.6.2 Payment.

- a. Contractor to submit invoice upon acceptance of delivery/pick up.
- b. Payment will be rendered within thirty business days after receipt of the invoice.

SECTION 5: BID SHEET

- **Make** _____
- **Model** _____
- **Year** _____
- **Actual Mileage** _____
- **Vehicle Price (vehicle only, no delivery fees):** _____
- **Delivery Price if delivered by Contractor to Glendive, MT:** _____
- **Warranty Details (if applicable):** _____

- **Does vehicle bid meet all of the required specifications listed in Section 4?** _____
If not, please note exceptions. _____
- **Which of the preferred, but not required, features does the truck meet? Please check all that apply.**
 - _____ 4-Wheel Anti-lock Braking System
 - _____ 4 x 4
 - _____ Extended Cab
 - _____ Dual Air Bag Restraint System
 - _____ Slit Seats
 - _____ Rear Window Defroster
 - _____ Power Windows
 - _____ Power Locks
 - _____ Speed Control
 - _____ Tilt Steering Wheel
- **Provide an estimation of the tire wear** _____ %
- **Does the vehicle have body damage or rust?** _____
If yes, please explain. _____

- **Approximate Gas Mileage per gallon** _____

SECTION 6: Scoring Criteria

Total of 210 points available.

1. Section 4: Specifications and Pricing Schedule - total of 160 points available

- **Standard Features – Required – total of 65 points available**
 - Items a – m, 5 points each
- **Engine – Required – total of 10 points available**
 - 4-cylinder, 5 points
 - V-6, 10 points
- **Cooling System Features – Required – total of 15 points available**
 - Items a – c, 5 points each
- **Electrical Features – Required – total of 10 points available**
 - Items a – b, 5 points each
- **Tires & Wheels Features – Required – total of 10 points**
 - Items a – b, 5 points each
- **Other Features, preferred, but not required – total of 50 points**
 - Items a – j, 5 points each

2. Other factors. – total of 50 points

- **Mileage – total of 10 points available**
 - Less than 50,000 miles, 10 points
 - 50,001 to 75,000 miles, 8 points
 - 75,001 to 100,000 miles, 6 points
 - 100,001 to 125,000 miles, 4points
 - 125,001 to 150,000 miles, 2 points
 - 150,001 or more, 1 points
- **Tire Wear – total of 10 points available**
 - 1 – 25%, 10 points
 - 26 – 50%, 8 points
 - 51 – 75% , 6 points
 - 75% and greater, 5 points
- **Body Damage – total of 10 points available**
 - Little to None, 10 points
 - Medium, 5 points
 - Severe, 1 point
- **Rust – total of 10 points available**
 - Little to None, 10 points
 - Medium, 5 points
 - Severe, 1 point
- **Gas Mileage – total of 10 points available**
 - 21 and greater, 10 points
 - 20 or less, 5 points

Have you remembered to:

- Check our website for the latest addendum to the IFB
- Sign each "Acknowledgment of Addendum" if required
- Sign your bid on our cover sheet
- Mark your mailing envelope or box with the IFB number and the opening date under your return address
- Carefully review the "Standard Terms and Conditions"
- Carefully review all listed requirements to ensure compliance with the IFB
- Initial all bid/pricing changes you made
- Bid F.O.B. Destination (Ship To: Address) Freight Prepaid